

SECRET

LBR

Executive Registry

62-6871

14 SEPTEMBER 1962

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS 1-31 AUGUST 1962

1. CABLES PROCESSED

- A. CIA CABLES TOTALED 17,249 IN CABLES, 6,653 OUT CABLES, 1,196 TD'S AND 918 MISCELLANEOUS ITEMS FOR A TOTAL OF 26,016 WORK ITEMS. THIS REPRESENTS AN INCREASE OF 1,881 ITEMS OR 8% MORE THAN THE 1961 MONTHLY AVERAGE OF 24,135 WORK UNITS.
- B. NON-CIA CABLES TOTALED 11,362, A DECREASE OF 1,010 OR 9% UNDER THE 1961 MONTHLY AVERAGE OF 12,372. THE AUGUST 1962 TOTAL IS 1,041 CABLES OR 9% LESS THAN JULY 1962.
- C. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLE SECRETARIAT INCLUDING MISCELLANEOUS AND SERVICE REQUESTS TOTALED 37,881 ITEMS OR 1,222 ITEMS EACH 24 HOURS A DAY INCLUDING SATURDAYS AND SUNDAYS (218 WORK ITEMS SHORT OF A ONE-A-MINUTE AVERAGE).
- D. ONE THOUSAND EIGHTY-FOUR (1,084) CABLES OR 3% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 1,438 OR 3.8% FOR JULY 1962.

2. PERSONNEL

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OUR OPERATING STRENGTH FOR AUGUST WAS [REDACTED] PERSONNEL, SIX SHORT OF OUR CEILING. DURING THE MONTH WE LOST ONE TYPIST, THREE CLERKS, ONE ANALYST, AND IN EARLY SEPTEMBER WE WILL LOOSE ANOTHER TYPIST AND A DUTY OFFICER. OFFSETTING THESE SEVEN LOSSES, ONE CLERK RETURNED FROM MILITARY SERVICE 27 AUGUST. THE OFFICE OF PERSONNEL HAS TWO ADDITIONAL CLERKS FOR US AWAITING SECURITY CLEARANCES. THE UNUSUALLY HIGH NUMBER OF LOSSES EXPERIENCED DURING THIS IMMEDIATE PERIOD IS ACCOUNTED FOR THUS: TWO BY RESIGNATION FROM THE AGENCY, FIVE BY TRANSFER TO OTHER OFFICES. THE REASONS GIVEN FOR THESE TRANSFERS WERE POSSIBLE ADVANCEMENT OPPORTUNITY OFFERED BY THE OTHER OFFICES WITHOUT ANY OBLIGATION TO PERFORM NIGHT DUTY, AS WOULD BE THE CASE HAD THEY REMAINED WITH THE CABLE SECRETARIAT. FOR YOUR INFORMATION, WE HAVE NOW LOST 7 OF THE 12 PEOPLE WE PICKED UP AT THE TIME WE PICKED UP THE NON-CIA CABLES-- PRIMARILY BECAUSE OF THE NEED TO DO NIGHT WORK. THE OFFICE OF PERSONNEL, WHICH HAS DONE A SUPERB JOB OF REPLACING OUR LOSSES IN THE PAST SEVERAL MONTHS, NOW REPORT THAT THEY ARE FINDING IT INCREASINGLY DIFFICULT TO FIND SUITABLE APPLICANTS FOR OUR NIGHT CLERICAL POSITIONS. IT WAS AN ASSESSMENT OF THIS SITUATION WHICH PROMPTED MY REQUEST TO YOU FOR AN INCREASED CEILING AND UPGRADING OF CERTAIN POSITIONS. AS ONE POSSIBLE MEANS OF OBTAINING ADDITIONAL NIGHT PERSONNEL I INTEND TO ASK THE OFFICE OF PERSONNEL IF IT IS POSSIBLE TO PUT ON AN INTENSIVE LOCAL RECRUITING DRIVE FOR NIGHT CLERICALS AS SOON AS THE WAGE AND SALARY PEOPLE COMPLETE THEIR SURVEY AND DETERMINE THE PROPER GRADE LEVELS FOR THESE POSITIONS.

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3. GENERAL

ON AUGUST 27 I ESTABLISHED A PROCEDURE PRESCRIBING AND LIMITING THE DISSEMINATION OF DEPARTMENT OF STATE "LIMIT DISTRIBUTION-S/S" CABLES. THE PROCEDURE PROVIDES FOR FURNISHING CIA RECIPIENTS OF THESE CABLES WITH THE DISTINCTIVE GREEN COVER SHEET ON WHICH EACH RECIPIENT OFFICE MAY RECORD THE SIGNATURES OF ALL PERSONS IN THEIR RESPECTIVE OFFICES WHO HAVE READ THE CABLE. THIS, I BELIEVE, FULLY COMPLIES WITH THE DEPARTMENT'S REQUEST TO MR. CLINE THAT CIA MAINTAIN A THIRTY DAY SIGNATURE RECORD FOR THIS EXTREMELY SENSITIVE CATEGORY OF CABLES.

ON 9 AUGUST [REDACTED] AND I WERE INVITED TO DISCUSS WITH THE MANPOWER BOARD THE FUNCTION OF THE CABLE SECRETARIAT. OF SIGNIFICANCE WAS THE GLOWING PRAISE HEAPED UPON THE CABLE SECRETARIAT BY [REDACTED], WHO STATED THAT HE WAS CONSTANTLY AMAZED AT THE FINE JOB WE ARE DOING. IT SEEMED THE CONSENSUS OF OPINION OF THE GROUP THAT AS A BODY THEY WERE IN AGREEMENT WITH [REDACTED] THE ESSENCE OF [REDACTED] REMARKS WERE PASSED TO THE CABLE SECRETARIAT PERSONNEL.

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[REDACTED]

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CABLE SECRETARY

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